



UNITED STATES MARINE CORPS

MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
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IN REPLY REFER TO
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C40 ADM

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EDUCATION COMMAND/MARINE CORPS UNIVERSITY POLICY LETTER 03-06

From: Commander, Education Command
To: Distribution List

Subj: RESPONSIBILITIES OF SENIOR SERVICE REPRESENTATIVE TO
SISTER SERVICE AND JOINT PROFESSIONAL MILITARY EDUCATION
SCHOOLS

Ref: (a) MCBUL 5400
(b) MCO P1610.7E (PES)
(c) MCO P3040.4E (MARCORCASPROC MAN)
(d) MCO 5740.2F (OPREP-3SIR: Serious Incident Reports)

1. Purpose. To provide information and guidance relating to the duties of the Senior Service Representative (SSR) to sister service and joint Professional Military Education (PME) schools. Although not intended to be inclusive of every possible situation that may be encountered, this policy is to serve as a basis for authority, as a source of information and to furnish general guidance. The terms Education Command (EDCOM) and Marine Corps University (MCU) are used interchangeably for the purposes of this directive and no differentiation is made concerning command authority or staff responsibility.

2. Cancellation. This policy letter supersedes all previous Letters of Instruction or policies issued by this command relating to SSR duties.

3. Background

a. Resident intermediate-level and senior-level colleges are an integral component of the Marine Corps' Officer PME Program. Annually, approximately 172 Majors and 96 Colonels/Lieutenant Colonels are selected to attend resident professional military education courses at either a Marine Corps, Navy, Army, Air Force, or other Joint PME (JPME) schools. In order to support those institutions, and the Marine Corps officers who are selected to attend them, the Marine Corps has developed Tables of Organization (T/O) that establish an SSR and instructor staff at each school.

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These T/O's are not designated as detachments with the exception of the Marine Corps Detachment to the United States Army's Education Command at Fort Leavenworth, Kansas. This directive applies only to the SSR responsibilities and not commanding officer responsibilities associated with detachment command. Commanding Officers continue to retain all authority inherent to command.

b. Per reference (a), the Commandant of the Marine Corps directed the establishment of Training and Education Command (TECOM). EDCOM was established as a subordinate command of TECOM and assumed responsibility for the SSR's and instructor staff at sister service and joint PME schools.

c. The SSR is the designated representative of the Commandant of the Marine Corps (CMC) to a particular school or institution to ensure matters pertaining to the Marine Corps and its personnel are effectively and properly integrated at other service schools. The President of Marine Corps University is the SSR's conduit to CMC concerning all matters related to PME policy and certain administrative matters that are further defined in this directive.

d. The staff functions supporting the President of Marine Corps University are under the direction of four Vice Presidents; The Chief of Staff/Executive Vice President, Vice President for Academic Affairs (VPAA), Vice President of Student and Administrative Services (VPSAS), and Vice President of Instructional and Research Support (VPIR). SSR's are authorized and encouraged to conduct direct liaison with these Vice Presidents in the performance of their duties. All of the duties and responsibilities outlined in this directive are under the purview of either the COS, VPAA, or VPSAS.

4. T/O Sponsorship

a. As the advocate for Marine Corps PME, the President, Marine Corps University is designated the T/O sponsor and should be informed of any significant issues, especially those that might have an impact on PME policy or personnel assignments. Additionally, the President of MCU will play a role in the assignment and relief of Marine Corps personnel assigned as instructors to sister service and JPME schools. Before any personnel assignment actions are codified, it must first be vetted via the President of MCU for concurrence and input.

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Further, the President of MCU will coordinate and make recommendations to Headquarters Marine Corps' Officer Assignments Branch and the Commandant of the Marine Corps, as required, to place the right Marines at sister service and JPME schools.

b. The SSR will ensure that the Joint Requisition for Marine Officers is forwarded to the President, Marine Corps University, (Attn: VPSAS), prior to submission to Headquarters, United States Marine Corps. SSR's will conduct direct liaison with MCU to identify and recommend desirable competencies, attributes, and qualifications for personnel assigned to fill these billets.

5. Command Relationships

a. Operational Control (OPCON). Operational control and routine day-to-day duties are at the discretion of the SSR's immediate reporting senior as defined by local school policies and directives.

b. Administrative Control (ADCON)

1) Routine Matters. Instructors and students are administratively assigned to local commands for routine administrative support such as records book management, routine correspondence, and training requirements. The SSR will be guided in all routine matters by existing Marine Corps regulations, policies, and written agreements with the school and supporting administrative unit.

(a) Leave Request. SSR's are authorized to grant leave for Marines assigned as students or staff. Leave requests will be processed in accordance with local administrative regulations.

2) Non-routine Matters. Those items/situations that are beyond the normal occurrences not covered by, or conflicting with, an existing regulation, policy, or agreement and directly affecting a Marine student or a member of the instructor staff at a PME school/institution must be coordinated with the EDCOM. Listed below are instances of non-routine matters that require EDCOM notification or action.

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(a) Casualty Reporting. When a reportable Marine casualty occurs at a PME school/institution, it is the responsibility of the casualty's administrative support staff to appropriately notify those involved in the notification and assistance process per reference (c). Reportable casualty incidents should be reported as soon as possible, but no later than one hour after learning of the incident. This must be completed first via voice report to Marine Corps Operations Center, then via Personnel Casualty Report (PCR) immediately upon learning and verification of reportable incident. In all cases, EDCOM must be an info addressee on all PRC's. SSR's will notify EDCOM COS telephonically at the first opportunity.

(b) Death or Serious Injury of an immediate family member. Death or serious injury of an immediate family member of a Marine student, instructor or staff will be telephonically transmitted to the COS EDCOM at first opportunity.

(c) Serious Incident Reports. All procedures and decision flowcharts must be closely adhered to per reference (d) when making a determination to release a Serious Incident Report (SIR). However, if a reportable event occurs and it becomes necessary to release an SIR, include EDCOM as an addressee using the following PLAD: CG EDCOM PRES MUC QUANTICO VA. The SSR will notify EDCOM COS telephonically at first opportunity.

(d) Legal. Legal matters pertaining to a Marine student or instructor that may have the potential for criminal prosecution or Non-Judicial Punishment will be referred to EDCOM COS prior to appropriate disciplinary action. Education Command retains the authority to take appropriate action on all legal matters pertaining to Marine Corps personnel assigned as instructors or students.

(e) Request Mast. In the event of Request Mast submissions by Marine students or instructors, the SSR will notify the EDCOM COS telephonically at first opportunity. Adherence to proper chain of command and timelines is critical, within geographic constraints. Do not delay Request Mast processing if contact with EDCOM is delayed.

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(f) Promotion Notifications. Education Command will notify the SSR when the advanced notification is released by CMC. It is the responsibility of the SSR at each school to personally notify the instructors or students of their promotion results. Adherence to timeliness of notification and confirmation of notification back to EDCOM is requested.

(g) Performance Evaluation. All fitness reports will be completed in accordance with the reference (b). In most cases the direct supervisor of the students is the Reporting Senior for their academic reports. The SSR will conduct an administrative review of student academic reports and ensure they are forwarded to Headquarters Marine Corps (MMSR-20) for inclusion into official military personnel files. The Commandant/Commander of the school/institution shall determine the Reporting Senior for the SSR and other Marine colonels assigned. In accordance with paragraph 6008.13b(5) of reference (b), the SSR will ensure each colonel (O-6) report is forwarded to the President, Marine Corps University for administrative review. Completed and reviewed fitness reports will be forwarded to HQMC (MMSB-32) for inclusion in the officers' official records. The Automated Performance Evaluation System (APES) accessed via Marine Online, is available for utilization and should be used when practical to process all Fitness Reports.

6. Collateral Duties/Services. Although the SSR billet is directly related to Marine Corps matters, SSR's should attempt to satisfy all valid requests for assistance and advice tendered by other organizations located aboard your installation and by any other service agencies located in the immediate area.

a. SSR's will provide direct liaison between the schools and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits, as requested, and advice/assistance concerning Marine Corps students and permanent personnel.

b. SSR's are charged with the responsibility of ensuring professional and exemplary standards of performance, personal appearance, and physical fitness are met by all assigned Marine staff and students.

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c. SSR's are responsible for coordinating with Marine Corps Commands to gather accurate information on the latest Marine Corps policy, doctrine, and developments. Direct liaison is authorized and encouraged with Marine Corps Combat Development Command (MCCDC), Training and Education Command (TECOM), Marine Corps University (MCU), MAGTF Staff Training Program (MSTP) and the Landing Force Training Commands (LFTC).

d. SSR's are authorized and encouraged to deal directly with the various divisions and departments of HQMC in carrying out their duties, including personal liaison visits as necessary. Matters affecting the scope of senior Marine representative's responsibilities and status, however, as discussed herein, shall be coordinated with EDCOM.

7. Instructor Duties. The SSR may undertake other activities, to include instructor duties, if they do not conflict with the full and efficient accomplishment of their primary mission.

a. Instructor duties will normally be in support of one of the academic departments as mutually agreed upon based on the SSR's personal qualifications and expertise.

b. SSR's will serve as a member of the Academic Review Board, or other such bodies as required by the Commandant of their respective school, to provide joint representation and to ensure curricular and instructional material reflect the integration of approved Marine Corps concepts, doctrine, and policies. Significant changes to the curriculum shall be reported to EDCOM (Attn: VPAA).

c. The SSR will serve as the principle point of contact to the faculty and student body on matters pertaining to the Marine Corps.

8. Marine Corps Personnel

a. Students. The SSR will furnish guidance on Marine Corps policy and provide assistance to Marine Corps personnel and students assigned, to include such items as uniforms, conduct, leave and liberty.

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1) Orientation Briefing. The SSR or designated representative will brief incoming Marine students. A current outline for this briefing will be maintained as part of the turnover files. Request a copy be forwarded to this command (Attn: VPAA) for future consideration.

2) Information. As the Marine Corps' Representative, you will be regularly informed of Marine Corps policies, programs, and matters of interest. It is essential this information reach every Marine under your cognizance, you ensure the needs of these Marine are met, and each of them understands his/her individual and collective responsibilities as a Marine and as a student. A close and continuing professional relationship between yourself and these Marines must be established and maintained.

3) School Quotas. Quotas for Marine students to attend formal school courses are established annually on a fiscal year basis between HQMC Officer Assignments Branch (MMOA-3), EDCOM and the service school concerned. SSR's are not authorized to allocate quotas or waive prerequisites to any course of instruction.

b. At a minimum, the VPAA shall be notified of significant changes to the student requirements at all other service schools/institutions. The final decision to fulfill these requirements will be coordinated between HQMC, EDCOM, and the appropriate manpower branches.

1) Request for quotas, for waiver of prerequisites, or any related inquiries will be coordinated through this command.

2) Direct telephonic liaison with MMOA-3 is encouraged when questions concerning shortfalls or overages of incoming students occur, or when it is obvious that a student will not complete a course to which assigned for academic or other reasons. President of MCU, (Attn: VPSAS), shall be notified of all direct correspondence.

9. Policy and Doctrinal Guidance. You will review and evaluate pertinent course and instructional materials relating to the Marine Corps Doctrine and Policy.

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a. Maintain correct editions of Marine doctrinal manuals and publications for use by Marine Corps students.

b. Advise this command via VPAA of changes in training programs and policies affecting Marine Corps personnel in your charge.

c. Make recommendations to this command on any aspect of the local education/training programs, which could be pertinent to Marine Corps requirements.

d. Notify this command of any anticipated or proposed changes to the course curriculum that may impact the education objectives that Marine Corps students fulfill.

e. Effect direct liaison with the MCU staff for assistance to remedy problem areas regarding the design, development, implementation, and evaluation of courses of instruction.

10. Fiscal. Request for fiscal support for Marine Corps specific initiatives should be addressed to the EDCOM COS. SSR's will be notified of budget submission guidance for inclusion into the commands overall budget submission.

11. Annual SSR Conference. Each year EDCOM will host a SSR conference to review PME issues and concerns that effect the administration of your duties. Travel and per diem cost associated with this conference will be part of your annual budget submission.

12. Changes. This policy will be reviewed as part of the annual senior representative conference. Additionally, in order to maintain the currency, accuracy, and validity of this policy, changes should be submitted as they occur.



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